

**COLONIAL SCHOOL DISTRICT
PLYMOUTH MEETING, PA 19462
MINUTES, JANUARY 16, 2001**

President Orlow convened the work session of the Colonial Board of School Directors at 8:40 p.m. in the Board Room of Colonial Elementary School on January 16, 2001.

Board Members Present: Marc Orlow, Robert O'Neill, Gary Johnson, Stuart Kessler, Hugh Lipshutz, and Thomas Yunker.

Board Members Absent: Robert Carroll, Thomas Marchozzi, and Jack Pinheiro.

Also Attending: Dr. Vincent F. Cotter, Superintendent; R. Scott Klinger, Assistant to the Superintendent for Administrative Services and Personnel; Patricia A. Iannelli, Director of Educational Services; James M. Bell, Director of Support Services/Board Secretary; Joseph P. Bickleman, Director of Financial Services/Treasurer; Fred Shipman, Director of Pupil Services; and Scott Helfand.

Mr. Orlow led the Pledge of Allegiance.

Minutes: Mr. Orlow directed Board attention to the minutes of the Reorganization and Special Board Meetings of 12/04/00, the Buildings and Grounds Committee Meeting of 12/07/00, the Personnel Committee Meeting of 12/07/00 and the Buildings and Grounds Committee Meeting of 01/09/01, as shown in Enclosures #1 through #5 for the meeting the following Thursday. Board members had no questions or comments on the minutes.

Financial Reports: Mr. Orlow noted that the financial reports for the months of November and December 2000 would be on the agenda for Board consideration the following Thursday. The reports included the Budget Transfers dated December 2000 and January 2001; the Bond Fund Reports, Capital Projects Reports and Capital Fund Reports for the months ending 11/30/00 and 12/31/00; the Food Service Reports for the month ending 10/31/00; the Outstanding Investment Reports, Cash Flow Summaries, Comparisons of Taxes Collected, Real Estate Tax Escrow Reports, and Reconciliations of Cash Accounts for the months ending 11/30/00 and 12/31/00; the Budget Analyses dated 01/08/01; and the Treasurer's Reports for the months ending 11/30/00 and 12/31/00, as shown in Enclosures #6 through #17. Board members had no questions or comments on the reports.

Budget Report: None

Staff Report: None.

Old Business: Mr. Orlow noted that the Board had first discussed the potential impact of the new Wainwright at Whitmarsh Development on district enrollment at its December meeting. He asked Dr. Cotter to summarize his findings and recommendations. Dr. Cotter highlighted information in the agenda and noted that the potential impact of the

development was 19 students K-12. He advised that he anticipated no major growth at the elementary level in the near future and provided current enrollment and capacity numbers for Ridge Park Elementary School (328/550) and Whitemarsh Elementary School (355/500). Dr. Cotter responded to questions from board members on enrollment and capacity and explained the differences in how the two schools treated specialty programs such as art and music. He briefly recapped the facilities available at the two schools to handle these programs. Dr. Cotter reported that the housing project was supposed to be completed within two years. He noted that administration had originally suggested that the project be assigned to the Ridge Park attendance area and explained that he had not received any information that would prompt him to change this recommendation. He also reported that the configuration of Ridge Park Elementary School made it easier to add on to the building if expansion should be necessary to handle a significant increase in enrollment. See Enclosure #18 on the agenda for the meeting of 01/18/01.

Correspondence: Mr. Orlow noted that, although there were five items of correspondence on the agenda, only one would require Board action at its meeting the following Thursday. He suggested that the Board would need to act to accept a \$2,000.00 check from the Deed of Trust of Joshua Morris. He asked Dr. Cotter if the amount of the annual contribution was higher than the previous year. Dr. Cotter responded that it was actually lower. Mr. Bickleman concurred but reported that it was higher than the average contribution in prior years which was in the neighborhood of \$1,500.00 or \$1,600.00. See Enclosure #21 on the agenda for the meeting of 01/18/01.

Mr. Orlow reported that Enclosure #22 was notice that the Pennsylvania Department of Education had approved the district's Comprehensive School Reform application and awarded the district \$90,000.00. In response to queries from board members, Dr. Cotter reported that the funds were directed to Conshohocken Elementary School and were to support staff development, substitutes and staff support programs. He noted that the funds were federal dollars that were passed on by the state. Mr. Orlow asked if the grant was the third and last in the series originally anticipated in support of Conshohocken's school-wide program. Dr. Cotter and Ms. Iannelli indicated that they would check records and report on the status of the grant program at an upcoming meeting.

Superintendent's Report: Dr. Cotter briefly reviewed his routine Superintendent's Report, as shown in Enclosures #23 through #26. He noted that his report included the move of a number of long-term substitutes to temporary professional employee status, as required by state regulations. He also pointed out that additions to the district's substitute lists and a recommendation to appoint adult evening school staff, subject to enrollment, would be on Thursday's agenda. There were no questions on his report.

New Business: Mr. Orlow announced that a policy change and a policy request would be on the agenda of the meeting the following Thursday and that Board action would be requested on Enclosures #27 and #28. The former dealt with revisions to Board by-laws to have the Board approve committee members that the Board President appointed and to have the Board President select committee chairs. The latter dealt with the functions of the

various Board committees. Board members briefly discussed the purpose of the change in the by-laws. Several noted that the changes to the by-laws and the proposed adoption of the new policy on committee functions were being made to incorporate recommendations made by an ad hoc Board committee on the issues. Mr. Kessler suggested, and Mr. Yunker concurred, that the assignments of the committees be expressed in more general terms. They felt that such a change would lower the risk that the policy would have to be amended each time the tasks assigned to individual committees changed. Mr. Orlow suggested that absent board members should be present for any discussion of revisions to any recommendations before the Board.

Mr. Orlow noted that the Board would be acting on a Certified Corporate Resolution for Depository Authorization at its regular January meeting. He sought and received confirmation that the authorized signatures would reflect the election of new Board officers and that the depositories themselves would remain unchanged. See Enclosure #29 in the agenda for the meeting the following Thursday.

Mr. Orlow noted that the Board needed to take action to fix the compensation for the elected tax collector in the Borough of Conshohocken in advance of the 2001 municipal election. He reported that the current salary was \$6,000.00. See Enclosure #30 in Thursday's agenda.

Mr. Orlow noted that there would be four trip requests on the agenda for Board action at its regular January meeting. The first three were listed as Enclosures #31 through #33 on that agenda. They included a trip by a high school student to regional and state orchestra competitions; field trips by middle school science students to Wallops Island, Virginia and Cape Cod, Massachusetts; and the PWHS senior class trip to Florida in 2002. He provided brief highlights on each of the proposed excursions.

Mr. Orlow reported to the Board that the final trip request was for the 26 students listed in that evening's agenda that had qualified for participation in Pennsylvania State DECA Competitions. He noted that they were to travel to Hershey for the March 7 – 10 DECA Career Development Conference. He sought and received confirmation that no district funds would be used to fund the trip and that students would be chaperoned appropriately. Dr. Cotter provided some insight into how the competitions would be conducted and assured the Board that it was not unusual for the student/chaperone ratio to be around 15/1.

Mr. Kessler advised that the Buildings and Grounds Committee had met with its design consultant on renovations of the high school auditorium. He noted that the committee would be recommending approval of design plans which called for specific colors, fabrics and/or materials for seating, carpets, paneling for side walls, and acoustic wall treatments for the rear wall. Mr. Kessler indicated that the upgrades currently planned for the auditorium represented a substantial improvement in the original plan for the renovations. He provided some additional information basic design and answered some routine questions about the scope of the coming renovation work.

Mr. Kessler reported that four bid awards would be on the agenda for the meeting the following Thursday. He noted that the first two were for auditorium seating and HVAC equipment at the high school, respectively. See Enclosures #35 and #36 of the Thursday agenda. He explained that, although there had been only a single vendor responding to each of the bids, each had submitted bids within the expected price range. Mr. Bell provided some background information on the equipment being bid for installation in the shower rooms associated with the high school pool. He noted that the bids had come in over budget. He recommended that the Board reject all of the bids and authorize administration to re-bid the shower equipment only. He indicated that, in order to contain costs, district maintenance personnel would install it. Mr. Bell also reported that bids for asbestos abatement in the high school auditorium would be opened the following day and presented for Board consideration on Thursday evening.

Solicitor's Report: None

Committee Reports: None.

Public Comments: None.

Additional Comments: Mr. Orlow advised that the Board had met in executive session at 7:30 p.m. just prior to that night's meeting to discuss legal and personnel matters.

There being no further business before the Board, Mr. Orlow adjourned the meeting at 9:20 p.m.

Respectfully submitted,

**James M. Bell
Board Secretary**